



ASIE-EZ QUESTIONS AND ANSWERS

WHICH PROPERTIES MAY FILE THE ASIE-EZ?

ONLY PROPERTIES DESCRIBED BELOW MAY FILE ASIE-EZ. All others are subject to full filing requirements (**ASIE-GENERAL, INCOME AND EXPENSE** and **TENANT INVENTORIES**). If you have any questions about your filing status you may call the Nassau County Department of Assessment ASIE Help-Line at (516) 571-0996.

THE FOLLOWING PROPERTIES QUALIFY TO FILE THE ASIE-EZ – SECTIONS A, B AND D.

- 1. OWNER-OCCUPIED** – properties that are **100%** physically occupied by the owner, or owner related entity or persons. This occupancy can include those related by blood or marriage and business entities under common control. The following property types can not file ASIE-EZ: **hotel / motels, movie theaters, shopping malls, department stores, gas stations, funeral parlors, self-storage, golf courses, nursing homes, assisted living facilities or fast food restaurants.**
- 2. VACANT LAND** – that is not rented and is not income-producing.
- 3. NONPROFIT ORGANIZATION** – that is owned and used exclusively by a non-profit and is wholly exempt and or receives no rental income.
- 4. RESIDENTIAL COOPERATIVE OR CONDOMINIUM** – with **no commercial** component.
- 5. UNDER CONSTRUCTION** – and not leased in 2005.
- 6. PROPERTIES PURCHASED IN 2005 OR 2006** – where a **full year** income and expense statement is unavailable.

THE FOLLOWING PROPERTIES QUALIFY TO FILE THE ASIE-EZ – SECTIONS A, B, C AND D.

- 7. MULTIPLE RESIDENCES** – Any combination of dwellings on one lot totaling **4 units**.
- 8. 4 to 6 FAMILY APARTMENTS** – without commercial and without elevators.
- 9. MULTIPLE USE BUILDINGS** – (6 units and under) with dwelling(s) attached or apartment(s) above. This status applies to properties with no more than 2 commercial units. **Properties that are entirely commercial or have more than 2 stores with apartments must file the full ASIE packet.**
- 10. CONVERTED RESIDENCE** – where the use is primarily non-residential.

WHAT IS THE ASIE-EZ? The ASIE-EZ is used by owners of properties exempted from full Annual Survey of Income and Expense (ASIE) filing requirements. Owners of smaller rent producing residential and/or mixed-use properties, as described above, may also use the ASIE-EZ form to report income received from the operation of the real estate and the expenses incurred to earn that income.

WHY FILE? The filing of the *Annual Survey of Income and Expense (ASIE)* with the Department of Assessment is **mandatory** as required under Section 6-30 of the Nassau County Administrative Code. Failure to file will subject the liable property owner to civil penalties.

HOW IS THIS INFORMATION USED BY THE DEPARTMENT OF ASSESSMENT? The purpose of the survey is to gather data for statistical analysis that will help establish the full market value of all income-generating properties. The information provided will aid in the development of departmental schedules and guidelines that will result in fairer and more equitable assessed values for all income-producing properties

WHO WILL SEE MY INFORMATION? The Department of Assessment will consider this information to be highly sensitive and keep it confidential.

WHEN TO FILE? The ASIE 2005 forms must be filed no later than **May 1, 2006**. ASIE forms postmarked by the US Postal Service by that date will be accepted as timely filed.

WHAT INFORMATION IS REQUIRED? In **Section A** provide property Identification including Section, Block and Lot and address. If the filing covers more than one tax lot that is operated as **a single economic unit (and contiguous or adjacent)**, you may list the additional block and lots on a separate sheet and submit one filing.

In **Section B** indicate the name of the contact person, their relationship to the property and their daytime phone number. In addition, provide the name of the owner.

In **Section C** provide the physical characters of the property including total number of units, total gross area (if known), number of buildings and number of stories of the main building. Also provide the use, number of units, vacancy, owner occupied status and yearly rental income and expense of the property.

In **Section D** the owner, operator or other agent must certify that the statements made in the filing are truthful and accurate.

HOW DO I GET EXTRA ASIE FORMS AND/OR ASSISTANCE? You may obtain forms, instructions and detailed information about filing requirements from the internet, by phone or by mail.

INTERNET – You can download forms by visiting the Nassau County Department of Assessment at: **<http://www.nassaucountyny.gov/agencies/assessor/index.html>**

TELEPHONE – If you have questions regarding ASIE filing requirements contact the ASIE Help-Line at **(516) 571-0996** Monday through Friday, between the hours of 9:00 am and 4:30 pm.

EMAIL – You can also email the Department of Assessment with question about **ASIE** at: **ASIE@Nassaucountyny.gov**